



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, 58th Transportation Battalion
3rd Chemical Brigade
451 Colorado Avenue, Unit 8
FORT LEONARD WOOD, MISSOURI 65473

ATSN-CBC

14 July 2005

MEMORANDUM FOR Personnel Concerned

SUBJECT: Policy Letter #26, Treatment/Conduct of Prior Service, Reclassification Enlisted, and Additional Skill Identifier (ASI) Soldiers

1. The purpose of this policy letter is to establish guidelines and standards of conduct for prior service/reclassified and ASI soldiers assigned to 58th Transportation Battalion.
2. Reclassified and prior service soldiers are those service members in the grade of E-1 through E-7 who have previously completed initial entry training and are attending skill level 1 training as a result of reclassification or reenlistment actions. Service members will become the full responsibility of 58th Transportation Battalion to include UCMJ, personnel administration, individual training records, CTA 50-900, and health and welfare matters. All prior service and reclassification soldiers must meet all course requirements for graduation, i.e., APFT, EOCT, etc.
3. Additional Skill Identifier (ASI) H7 77f are soldiers who have completed Advanced Individual Training (AIT) and have come here to complete the ASI H7 77F Petroleum Vehicle Operator Course. ASI soldiers will become full responsibility of 58th Transportation Battalion to include UCMJ, personnel administration, individual training records, CTA 50-900, and health and welfare matters. All ASI soldiers must meet all course requirements for graduation, i.e., EOCT, etc.
4. The following procedures will be implemented and adhered to by all reclassification, 77F ASI soldiers
 - a. Billeting:
 - (1) Male and female soldiers will be billeted in designated ASI billets.
 - (2) Reclassification, prior service soldiers, and ASIs are prohibited from entering the initial entry training areas of the billets during personal time.
 - (3) Smoking is prohibited in the barracks. Tobacco products will not be used in the presence of initial entry training soldiers. Tobacco products will be used only in designated areas.
 - (4) At no time will alcohol be consumed or stored in the billets.

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(5) The standards for billet cleanliness and appearance will be maintained in a high state of repair in order to provide good order and discipline within the unit. All soldiers in ASI Billets will be responsible for maintaining their areas in accordance with the established unit standards. If any soldier fails to comply with this policy he/she will be moved into IET Barracks.

(6) Personal items such as radios, TVs stereos, and VCRs, may be permitted in the reclassification billets, provided they can be properly secured when the resident does not occupy the room. Volume on electronic equipment will be kept low enough not to disturb neighboring occupants, and turned off when not in use during off-duty hours.

b. Training: Reclassification, prior service, and ASI soldiers will participate in all advanced individual training to include PT and APFT, as required. Reclass, prior service and ASI soldiers are prohibited from loaning electronic equipment to IET soldiers and must adhere to FLW Reg. 350-12 with regards to socializing. Relationships with trainees outside of training are strictly prohibited.

c. POVs: 77F ASI and reclass soldiers who have not reported to a permanent party duty station are PROHIBITED from bringing their POVs to FLW or purchasing POVs while on FLW. The only soldiers authorized to own and operate POVs on FLW are prior service soldiers who are coming from a permanent party duty station or an AR/NG unit. Prior service soldiers will not drive POVs to training areas or PT. Vehicles must be registered in accordance with FLW regulations, and parked in unit-designated areas.

d. Pass Policy: E-5 and below will adhere to battalion & company policy letters, Initial Entry Control Program for normal weekends, Reclass, 77F, and prior service soldiers (E-4 and below) may be permitted to travel up to 250 miles over 4 day holidays at the company commander's discretion.

Robert T. Hixon
LTC, TC
Commanding